

**Douglas County School District RE-1  
BOARD COMMITTEE BYLAWS  
[FORM]**

**ARTICLE I: NAME**

The name of the Douglas County School District RE-1 (“DCSD”) Board of Education (“Board”) \_\_\_\_\_ Committee shall be the “\_\_\_\_\_” Committee,” hereinafter referred to in these Bylaws as the “\_\_\_\_\_” or “Committee.”

**ARTICLE II: AUTHORITY AND PURPOSE**

The Committee is an advisory committee to the Board of Education (“Board”) of the District. The Committee shall have the authority granted by these Bylaws and Board policy, including information gathering, fact-finding, and making recommendations to the Board.

The purpose of the Committee is to focus on the charges assigned to it by the Board.

**ARTICLE III. CHARGE, DUTIES AND RESPONSIBILITIES**

The Board’s Policy Governance Book in GP 1.7 specifies the Committee’s charge.

**ARTICLE IV: MEMBERSHIP<sup>1</sup>**

<sup>1</sup> This Section of the form bylaws provides language applicable to Board Committees other than Student Advisory Group (“SAG”). The Bylaws related to SAG membership should be consistent with the Board Policy Governance Book at GP 1.7.4 which states:

“This [SAG] committee shall be composed of high school students from each Douglas County School District high school.”

The Section on Membership for SAG could state something similar to the statement in SAG’s present bylaws, such as:

“The SAG shall be composed of high school students from each Douglas County School District RE-1 high school. Members of SAG will be selected annually through an application process, which may vary between new and returning applicants. The Board of Education delegates the responsibility of final appointment of SAG members/leaders to the District Liaisons . . . . The Board of Education also delegates to District Liaisons the discretion to remove any SAG member if, in the discretion of the District Liaisons, the action would be in the best interest of the District.”

Since the composition of SAG consists of students from each DCSD high school, rather than having a voting member/non-voting member designations, a “membership decision-making process” should be included in SAG’s bylaws consistent with SAG’s present bylaws stating:

“Should the SAG membership have an opportunity or be called upon to provide formal input to the Board of Education, its liaisons, the Superintendent or their designee or otherwise need to vote on a matter or issue, the matter shall be decided by a simple majority of the membership in attendance at the meeting when action is taken. In case of a tie vote, the matter or motion be voted on shall be deemed to have failed.”

A. Composition:

As this is a Board Committee, the Committee shall be comprised of members described in these Bylaws.

1. Voting Members:

The Committee shall determine the specific representative makeup of Voting Members and shall aspire to have a minimum of nine (9) and not more than twenty-six (26) individuals serving as Voting Members each school year which runs from July 1 through June 30.

Voting Members of the Committee should generally be representative of stakeholders across the four regions of the District, including at least one staff member and at least one student.

The Committee shall nominate Voting Members based on its self-determined representative makeup to serve on the Committee, to replace Voting Members whose terms will expire, or who resign or are removed prior to the end of their term, by submitting the recommendations to the Board for consideration. The Board finally appoints all Voting Members. The terms of Voting Members shall be staggered by making appointments so that approximately one third of the Voting Members' terms expire each year.

2. Non-Voting Members:

Non-Voting Members contribute to the efforts of the Committee and include:

- a. Board Liaison(s): The Board of Directors shall designate Board Liaison(s) to the Committee.
- b. DCSD Staff Liaison(s): The Superintendent or designee shall determine the Staff Liaisons) to serve and support the efforts of the Committee.

B. Term of Service:

A Voting Member's term of service shall be three (3) years, each year beginning on July 1 and continuing to June 30 (unless such Voting Member resigns or is removed earlier in accordance with these Bylaws).

**[OPTION FOR NON-LIMITED TERMS]** A Voting Member's term may be renewed and each renewal term will also be for a three (3)-year term. A Voting Member who wishes to renew a term of service shall be nominated by a simple majority of Voting Members in attendance at a Committee meeting (quorum required) and will continue to serve as a Voting Member subject to the discretion of the Board.

**OR**

**[OPTION FOR LIMITED TERMS]**

A Voting Member appointed to the Committee shall be eligible for reappointment for one additional three (3) year term.

C. Resignation:

Any Committee member may resign by giving written notice to the Chair or Secretary of the Committee. The resignation of any Committee member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the Committee shall not be necessary to make it effective.

D. Removal:

Any Committee member may be removed by an affirmative vote of a two-thirds majority of the Committee's Voting Members at a regular or special meeting for any of the following reasons:

- A member fails to attend three (3) consecutive meetings without excuse.
- Other reasons deemed sufficient by a two-thirds majority of the Committee's Voting Members, not including the member who is subject to the removal vote.

E. Vacancies:

A seat as a Voting Member of the Committee shall be deemed vacant if (i) a member's term expires and the member is not reappointed; or (ii) a member resigns or is removed. The term of the individual appointed to replace such Voting Member shall be for the balance of the term of the outgoing Voting Member.

**ARTICLE V: APPOINTMENT OF VOTING MEMBERS**

The Committee shall recommend candidates for the Board's consideration. The Board finally appoints all Voting Members of the Committee. Notwithstanding anything in these Bylaws to the contrary, the Board may appoint anyone whom the Board, in its sole discretion, believes to be in the best interest of the District.

## ARTICLE VI: OFFICERS

### A. Officers:<sup>2</sup>

At the first regular meeting of each school/fiscal year, the Committee shall elect, by majority vote of its Voting Members, a Chair, Vice-Chair, and Secretary. Each officer of the Committee shall serve a one (1) year term. The Chair or Vice-Chair shall preside at all Committee meetings.

### B. Officer Responsibilities:

- a. The **Chairperson** sets the agenda; sends the agenda to Committee members in advance of each meeting; presides over each meeting; and ensures Committee compliance with the Bylaws and applicable law.
- b. The **Vice-Chairperson** sets the agenda when the Chair is absent; assumes the duties of the Chair when the Chair is absent; assumes the duties of the Chair for the remainder of the term in the event of a resignation or removal of the Chair and until a successor Chair is elected; and ensures Committee compliance with the Bylaws.
- c. The **Secretary** takes minutes of each meeting; submits meeting minutes for distribution to all Committee members prior to the next meeting; maintains a file containing all Committee business; and ensures Committee compliance with Bylaws. To the extent the elected Secretary is not available for a meeting, the Secretary may notify the Chairperson and Vice-Chairperson of such absence and a substitute will be selected in advance or at the meeting from the Committee's Voting Members who will be or are in attendance (for avoidance of doubt, a "permanent" substitute may be appointed by majority vote of the Committee). The Substitute Secretary shall be responsible to take and prepare minutes for the meeting which the Secretary did not attend.

### C. Election:

Each officer shall be elected by a majority vote of the Voting Members and shall serve a term of one (1) year. Individuals may be re-elected for two (2) additional terms by a majority vote of the Voting Members. Each officer position must be filled with a Voting Member of the Committee.

### D. Resignation:

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<sup>2</sup> The bylaws for SAG could provide for officers consistent with its present bylaws which establish that SAG shall have Presidents or Co-Presidents and that other Officers may be selected for the purpose of aiding the President/Co-Presidents with leadership responsibilities.

Any officer may resign by giving written notice to the Chair or Secretary of the Committee. The resignation of any officer shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the Committee shall not be necessary to make it effective.

E. Removal:

Any officer may be removed from office by a two-thirds majority of the Committee's Voting Members. In addition, an officer may be removed by a majority vote of the Board.

F. Vacancy:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Committee's Voting Members.

**ARTICLE VII: MEETINGS**

A. Regular Meetings:

Regular meetings of the Committee shall be held at least quarterly and may be held more frequently as deemed necessary to fulfill the charges and responsibilities assigned by the Board. A regular meeting schedule will be established during the first Committee meeting of the school year.

B. Special Meetings:

Special meetings may be called by the Chair or Co-Chair, with a minimum of three (3) business days' advance notice (which may be sent electronically to member email addresses) given to all members of the Committee.

C. Quorum Required to Have Official Meeting:

A quorum must be present in order to have an official meeting of the Committee.

D. Notice of Meetings:

Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted on the District's website at least twenty-four (24) hours in advance. The notice shall include the meeting time, location, a description of any matters for which member action may be requested, and a description of the purpose or purposes for which the meeting is called.

E. Waiver of Notice:

When notice is required to be given to any Committee member under these Bylaws, a waiver in writing signed by the person entitled to that notice, whether before or after the time stated therein, shall be the equivalent of giving such notice. Attendance at any meeting shall constitute a waiver of notice unless the member attends solely to object that the meeting has not been properly called.

F. Minutes:

Meeting minutes shall be produced and distributed to members at least three (3) business days before the next scheduled regular meeting. Minutes shall be publicly available following their approval at a subsequent meeting.

G. Attendance; Electronic Participation:

Members shall notify the Chair or Vice-Chair if they are unable to attend a meeting. In accordance with Article IV, a member missing three (3) consecutive meetings may be subject to removal. Upon approval of the Chairperson, a member may attend a meeting electronically by means of telephone or audio conferencing equipment by which all persons participating in the meeting can hear each other at the same time. A member who participates in a meeting by electronic means shall have access to any materials that are presented and available to members who are physically present. A member who participates in a meeting electronically shall be considered present in the same manner as if the member was physically present at the meeting.

H. Public Participation:

The Committee may, at its discretion, include a period of public comment subject to reasonable time, place, and manner restrictions at any meeting.

I. Subcommittees:

The Committee may appoint a subcommittee of its own members to carry out specific assignments and to enhance the work of the Committee.

J. Rules of Order:

Except as set forth in these Bylaws, the Committee shall operate by the rules prescribed in Robert's Rules of Order.

## **ARTICLE VIII: QUORUM AND VOTING**<sup>3</sup>

### A. Quorum:

A quorum shall be a simple majority of the Committee's Voting Members.

### B. Majority Vote:

At all meetings, each Voting Member shall have one vote. A majority vote of the quorum is required for action. In the case of a tie vote, the motion being voted upon shall be deemed to have failed.

## **ARTICLE IX. MISCELLANEOUS**

### A. Sub-Committees:

The Committee may form sub-committees to carry out the Board directed duties of the Committee and to address matters as requested by the Board as well as needed to more effectively carry out the duties and responsibilities. Sub-committee membership shall be open to any member of the Committee.

### B. Committee Member Appointments to Other Committees/Groups:

From time to time a request may be received from another Board or District committee or outside group for one or more Committee member(s) to be appointed to that committee or group. Any Committee member(s) may self-nominate for such open position(s). A vote shall be taken by the Committee to select the member(s) to be appointed.

## **ARTICLE X: AMENDMENTS**

These Bylaws may not be amended, repealed, or altered except by Board action.

Proposals for amendments to these Bylaws may be recommended by the Committee, subject to the following procedures and limitations:

1. Proposed amendments must not conflict with Articles I through IX of these Bylaws and must comply with applicable law and all other policies and guidelines established by the District.

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<sup>3</sup> For SAG, a separate Article addressing SAG Membership's Decision-Making Process would address how SAG would vote on a matter such that "the matter would be decided by a simple majority of the membership in attendance at the meeting when action is taken."

2. Amendments to the Bylaws may be proposed at any regular meeting or special meeting of the Committee for recommendation to the Board.
3. Members will be provided with notice at least one (1) meeting in advance prior to any meeting at which amendments to the Bylaws will be proposed.

**CERTIFICATE OF BYLAWS**

I HEREBY CERTIFY that the foregoing are the Bylaws that were approved and adopted by the Board of Education on the \_\_\_\_\_th day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Secretary, Board of Education

**First Reading**